

10. Until all material is properly listed or accessioned the recording of such material must be regarded as her most important work.

11. All offers of assistance in identifying or classifying Museum material, or any other proposals to obtain access to such material, should be referred to the Committee.

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12. Upon notification be the Secretary of the Museum Committee she shall have prepared notices of the committee meetings.

13. She shall keep a register of visitors and report their number to the Secretary before each meeting of the Committee.

14. She may conduct distinguished visitors or investigators and students when necessary through the Museum, but she is not expected to devote more time than is necessary to this purpose.

15. She shall assist students, or properly accredited persons, in the use of Museum material in accordance with the regulations of the Committee on the use of material.

16. Special or urgent cases not coming within the scope of these regulations should be referred immediately to a member of the Administrative Sub-Committee.

17. She shall see that the Museum stenographer is properly provided with work and satisfactory performs her duties.

18. Except for such duties as are determined by the Assistant Bursar, she shall direct the services of the janitor in such work as may be necessary in the Museum.

19. She shall report immediately any complaints with regard to the services of the Museum stenographer, the janitor, or any usual condition of the building to the Chairman of the Administrative Sub-Committee. In the absence of the Chairman, she shall communicate with the Bursar or the Assistant Bursar.

20. With regard to supplies needed she shall communicate with the Chairman of the Administrative Sub-Committee as provided in the memorandum on requisitions.

21. Any matters of detail not covered by the above shall be brought to the attention of the Administrative Sub-Committee.